



EMPLOYEE PERFORMANCE APPRAISAL FORM

(Confidential)

Employee Performance Appraisal shall be conducted periodically and designed to measure the effectiveness of South East Asian Institute of Technology Inc. Employee in performing his assigned duties & responsibilities. This shall also serve as a tool in pinpointing their performance deficiencies.

Employees shall be rated using the range of 5 to 1 as 5 as the highest rating and 1 as the lowest rating.

- 5 – Outstanding
- 4 – Very Satisfactory
- 3 – Satisfactory
- 2 – Poor
- 1 – Fail

Name of Employee:

Position:

No. of Years in Position:

Department:

Rating Period:

SUMMARY OF RATING

Numerical Rating:

Adjective Rating:



SUMMARY OF RATING

I. OBJECTIVE PERFORMANCE

|                     |     |       |
|---------------------|-----|-------|
| PERFORMANCE FACTORS | 70% | 59.27 |
|---------------------|-----|-------|

|                         |     |       |
|-------------------------|-----|-------|
| II. EMPLOYEE SOFT SKILL | 30% | 25.77 |
|-------------------------|-----|-------|

Legend:

- 5 – Outstanding
- 4 – 4.99 Very Satisfactory
- 3 – 3.99 Satisfactory
- 2 – 2.99 Poor
- 1 – 1.99 Fail

Recommended Areas for Improvement:

\_\_\_\_\_  
Ratees' Signature

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raters' Signature

\_\_\_\_\_  
Signature over Printed Name of Immediate Supervisor/Dept. Head

\_\_\_\_\_  
Position

Noted by:

ENGR. MI LAGROS S. TAMAYO, MI M  
Vice President for Admin and Finance  
Human Resource Development Officer

\_\_\_\_\_  
Date